

**SUMMARY OF THE
ACCREDITATION PROCESS COMMITTEE MEETING
DECEMBER 05, 2001**

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, December 05, 2001 at 1:30 p.m. Eastern Standard Time (EST) as part of the Seventh NELAC Interim Meeting. The meeting was led by Chairperson Gleason Wheatley of the State of Kentucky Department for Environmental Protection. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss items of importance as identified in the committee's previously distributed agenda.

WELCOME AND INTRODUCTION

Gleason Wheatley introduced himself as Chairperson of the Accreditation Process Committee and welcomed the participants. The Committee members then introduced themselves. Mr. Wheatley announced that there are no changes proposed for the Standards.

CHAPTER 4 - MOBILE LAB ISSUES

Mr. Wheatley opened discussion to the floor on the Mobile Lab Issues. Mike Miller, an Accrediting Authority (AA), pointed out that 4.0.b starts with "The primary accrediting authority shall determine..." Mr. Miller felt some guidance is needed as each primary AA will make a different interpretation as to whether separate accreditation is required. Mr. Miller suggested that that part of that sentence be removed. Mr. Wheatley explained that this had been created as a compromise. After some discussion, consensus was to keep the wording as is. It was asked if current language allows for a state to accept accreditation for mobile labs if their home base or fixed base has accreditation, or is it mandated that they must have separate accreditation. Mr. Wheatley responded that the way the Standards are currently written, if you operate strictly within your home state, it is up to your home state to make the decision. If you are going to operate across state boundaries, then there must be separate accreditation.

Mr. Wheatley asked the participants if they felt that where the primary accreditor made a decision that either the mobile lab was covered under its fixed base laboratory, or a laboratory organization could have more than one mobile lab under a single accreditation, and if that were acceptable to a secondary accreditor, whether this should be allowed into the Standards. Mr. Miller suggested that language be drafted to that effect. Mr. Wheatley proposed that the Committee draft a section which would allow this, add it to the Standards, and have it be discussed and voted on at the Annual Meeting. An attendee felt that as some states will still require separate accreditation for each mobile lab, such as California, the Standards should remain the same as they currently read. An attendee asked for clarification regarding California's regulations and how the system is implemented there, and suggested this be explained to the Conference at some point. Bob Wyeth requested that input suggesting language and solutions be submitted to the Committee.

CHAPTER 4.1.1. - PERSONNEL QUALIFICATIONS - GRANDFATHER ISSUES

Mr. Wheatley asked for input from the floor about anything related to the grandfather issue or personnel requirements that needs to be considered. A scenario describing the grandfather issue would be where a person works as a technical director for at least 12 months in a lab that is not NELAC accredited. The lab then applies for accreditation, and the technical director can remain as such without having the requisite educational degrees, as long as the lab applies for the grandfather clause within 12 months. No discussion ensued.

4.1.1.1.1 - TECHNICAL DIRECTOR ISSUES

Dr. Bart Simmons asked if the exemption found in 4.1.1.2 extends to sampling as well as testing. Mr. Wheatley responded yes, but only if the personnel are doing work in their own facility. It was asked how the technical director issue fits in with mobile laboratories. Mr. Wheatley responded that every mobile lab has to have someone on staff who meets the requirements of a technical director.

BALANCE OF CHAPTER 4

Mr. Wheatley asked if there were any concerns with the balance of Chapter 4. It was asked if Chapter 4 had been changed to ISO 17025, and whether it will be impacted by going to ISO. Mr. Wheatley responded that he was unaware of any impact of ISO on Chapter 4.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS
ACCREDITATION PROCESS COMMITTEE MEETING
DECEMBER 05, 2001**

Item No.	Action	Date to be Completed
1.	The Committee will draft a section to be added to 4.0.	ASAP

**PARTICIPANTS
ACCREDITATION PROCESS COMMITTEE MEETING
DECEMBER 05, 2001**

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